

December 20, 2004

Memorandum

To: Assistant Directors for Administration

From: Debra E. Sonderman, Director **/signed/**
Office of Acquisition and Property Management

Subject: **Fiscal Year (FY) 2005 Performance Assessment/Management Control
Guidance for Acquisition and Property Management**

This memorandum transmits the Department's FY 2005 acquisition and property management performance assessment/management control review requirements in accordance with the Office of Financial Management's "Guidelines for FY 2005 Management Control and Audit Follow-up Programs," dated October 22, 2004. The Departmental Functional Reviews (DFRs) required by the Office of Acquisition and Property Management (PAM) during the FY 2005 reporting cycle are in the areas of acquisition and property management.

Acquisition Performance/Management Control Reviews and Assessments

Bureaus are responsible for performing annual management control assessments/reviews of 25 percent their contracting activity (this includes all headquarters, Regional, and field activities where contracting officers warrants are maintained) over a four-year period, so that by the end of four years, 100 percent of the contracting activity will have been reviewed, assessed, and applicable corrective actions taken. In accordance with Office of Management and Budget Circular A-123, Management Accountability and Control, guidance, reviews/assessments will be conducted to ensure that:

- Bureau contracting programs are achieving their intended results;
- Resources are used consistent with bureau mission;
- Resources are protected from waste, fraud, and mismanagement;
- Laws and regulations are followed; and
- Reliable and timely acquisition management information is maintained, reported and used for decision-making.

As appropriate, corrective action plans must be developed, implemented, and tracked for deficiencies identified in the course of reviews/assessments. Managers should complete, within established timeframes, all actions that correct or otherwise resolve the appropriate matters identified in review reports.

The Department of the Interior Acquisition Management Review (AMR) Handbook is being revised. Until a revised handbook is issued, bureaus may use their own AMR guidance or the six Quality in Contracting (QUC) Acquisition Quality Review Module checklists (available by accessing: <http://www.doi.gov/pam/acqual.html>) as guides in performing the reviews.

Surveys/interviews with program customers, procurement employees, and procurement managers should be included as part of the review process. In order to avoid possible survey saturation and duplication of effort, applicable results from bureauwide surveys of DOI employees, customers, clients, and partners may be used. Electronic copies of the Acquisition Managers' Partnership-approved survey questionnaires for Procurement Managers, Procurement Employees, and Program Office Customers are available from the Office of Acquisition and Property Management and may be used in the absence of, or to supplement other bureauwide survey instruments.

Bureauwide FY 2005 annual management control assessment reports for acquisition are due to the Office of Acquisition and Property Management by **Friday, July 15, 2005**. Assessment reports must include the following:

- Summary findings of acquisition management reviews performed and corrective action plans implemented (including timeframes for complete implementation of corrective actions);
- Business-related "best practices" identified in the course of reviews or through knowledge gained from the contracting activity's daily operations during the reporting cycle that can be shared within and among DOI bureaus as a means of improving productivity, effectiveness, and efficiency;
- Summary findings of applicable Office of Inspector General (OIG) (this includes audits and Notices of Finding and Recommendations (NFR) prepared by third parties working for the OIG) and Government Accountability Office (GAO) reports (including audits, inspections, and reviews) and corrective plans implemented (including timeframes for complete implementation of corrective actions);
- Bureauwide targeted review and supplementary reports (see Attachment for targeted review and supplementary reporting requirements for FY 2005); and
- Assurance statement as to the adequacy of management controls within the bureau's contracting activity based on the assessment.

Bureau acquisition managers must coordinate issuance of their annual management control assessment report with their respective Bureau Management Control Coordinator and ensure that their reports are signed by the Assistant Director - Administration, or bureau equivalent, prior to submission to PAM by **Friday, July 15, 2005**.

Bureau acquisition managers must provide PAM with a description of their bureau's acquisition compliance review plans for FY 2005 no later than **Friday, January 14, 2005**. The plans should: (1) specifically identify the headquarters, Regional, and field level activities to be reviewed during the reporting cycle; and (2) acknowledge targeted review requirements and provide a brief description/plan for accomplishing them within the reporting cycle.

Procurement Data Reporting

Federal agencies are required to submit complete, timely and accurate data to the Federal Procurement Data System-Next Generation (FPDS-NG). PAM continues to monitor procurement data accuracy, and reserves the right to expand or reduce special reporting requirements of any bureaus with identified FPDS-NG reporting weaknesses.

Personal Property Performance Assessments

Bureaus are responsible for performing annual management control assessments/reviews of 25 percent of their property management program (this includes all headquarters, Regional, and field activities) over a four-year period, so that by the end of four years, 100 percent of the bureau's property management program will have been reviewed, assessed, and applicable corrective actions taken. In accordance with Office of Management and Budget Circular A-123, Management Accountability and Control, guidance, reviews/assessments will be conducted to ensure that:

- Bureau property management programs are achieving their intended results;
- Resources are used consistent with bureau mission;
- Resources are protected from waste, fraud, and mismanagement;
- Laws and regulations are followed; and
- Reliable and timely property management information is maintained, reported and used for decision-making

As appropriate, corrective action plans must be developed, implemented, and tracked for deficiencies identified in the course of reviews/assessments. Managers should complete, within established timeframes, all actions that correct or otherwise resolve the appropriate matters identified in review reports.

The Department of the Interior Property Management Review Guideline (PMR) is being revised. Until a revised guideline is issued, bureaus may use their own PMR guidance or checklists in performing the reviews. (Copies of the *existing* DOI PMR Guideline are available upon request to Chris MacArthur, Office of Acquisition and Property Management.)

Surveys/interviews with program customers, property employees, and property managers should be included and addressed as part of the review process. In order to avoid possible survey saturation and duplication of effort, applicable results from bureauwide surveys of DOI employees, customers, clients, and partners may be used. Please consult your bureau/office Department of the Interior Customer Service Forum representative regarding bureau/office survey plans for FY 2005.

Bureauwide FY 2005 annual management control assessment reports for property management are due to the Office of Acquisition and Property Management by **Friday, July 15, 2005**. Assessment reports must include the following:

- Summary findings of property management reviews performed and corrective action plans implemented (including timeframes for complete implementation of corrective actions);
- Business-related "best practices" identified in the course of reviews or through knowledge gained from the property program's daily operations during the reporting cycle that can be shared within and among DOI bureaus as a means of improving productivity, effectiveness, and efficiency;
- Summary findings of applicable Office of Inspector General (OIG)(this includes audits and NFRs prepared by third parties working for the OIG) and Government Accountability Office (GAO) reports (including audits, inspections, and reviews) and corrective plans implemented (including timeframes for complete implementation of corrective actions);

- Bureauwide targeted review reports (see Attachment for targeted review requirements for FY 2005); and
- Assurance statement as to the adequacy of management controls within the bureau's property management program based on the assessment.

Bureau property managers must coordinate issuance of their annual management control assessment report with their respective Bureau Management Control Coordinator and ensure that their reports are signed by the Assistant Director - Administration, or bureau equivalent, prior to submission to PAM by **Friday, July 15, 2005**.

Bureau property managers must provide PAM with a description of their bureau's property compliance review plans for FY 2005 by **Friday, January 14, 2005**. The plans should: (1) specifically identify the headquarters, Regional, and field level activities to be reviewed during the reporting cycle; and (2) acknowledge targeted review requirements and provide a brief description/plan for accomplishing them within the reporting cycle.

The call for museum property information (Bureau Museum Property Management Summary Report and RSSI data) will be issued separately. No special management control report is required for museum property in FY2005.

If additional information is required, your staff may contact Patricia Corrigan at 202-208-1906 (acquisition), or Chris MacArthur at 202-208-6649 (personal property management).

Attachments

cc: Director, Office of Financial Management
 Bureau/Office Management Control Coordinators
 Acquisition Managers' Partnership
 Property Management Partnership
 Interior Museum Property Committee
 Museum Program Executive Program Committee

FY 2005 TARGETED REVIEW REQUIREMENTS

I. Acquisition

A. All Bureaus:

Based on a review and analysis of bureau/office management control reports submitted during the FY 2004 reporting cycle, and recent changes to the Federal Acquisition Regulation regarding Federal Supply Schedule ordering procedures, Bureau Procurement Chiefs are responsible for ensuring that during the 2005 reporting period, *every* warranted 1102 and 1105 employee in their bureau/office completes the following two training courses: (1) **Using GSA Schedules – Customers (Online)** and (2) **Using GSA Schedules – Customers (FAR 8.4 Revisions)** accessible from the General Services Administration's FSS Center for Acquisition Excellence Campus website (please copy and paste the following address and insert it in your Internet browser's Address line):

http://www.gsa.gov/Portal/gsa/ep/contentView.do?P=FCOC&contentId=9772&contentType=GSA_BASIC

From the Center's portal, you may visit the virtual campus, register and take the courses at no charge.

Certificates of completion for the two courses are available, and must be submitted to the Bureau Procurement Chief so that he/she may prepare his/her report on training completed as part of the annual management control report.

Sixteen hours of warrant maintenance credit is authorized for completion of the 16-hour Using GSA Schedules – Customers on-line course. Three hours of warrant maintenance credit will be permitted for completion of the Using GSA Schedules – Customers (FAR 8.4 Revisions) course.

Warranted individuals who have completed no less than 16 hours of commercial training in use of the GSA schedules since October 1, 2003 need not complete the Using GSA Schedules – Customers (Online) course, provided that they provide their Bureau Procurement Chief with a copy of their training certificate. However, they must complete the Using GSA Schedules – Customers (FAR 8.4 Revisions) course.

This office will recommend warrant suspension for individuals who do not complete the above training during the reporting period. Warrants will not be reinstated until the requisite training has been completed.

Descriptions of the two courses follow:

1. Using GSA Schedules – Customers (Online)

Description:

This self-paced course is comprised of nine lessons that present the learner with the process of Using GSA Schedules as a way to provide learners with easy access to vendors providing products and services, how to reduce the acquisition cycle time and how to purchase products and services at the best possible price and quality.

The target audience for this training course is composed of Contracting Officers and acquisition personnel within the 1102 job series. This course will assist Contracting Officers by offering information that leads to accelerating and streamlining their responsibility for fulfilling an agency's requirement for acquiring a service or product item. Since acquisition personnel within the 1102 job series are expected to function in support roles for the Contracting Officer, they need familiarity with and knowledge about the process of acquiring items from GSA Schedules.

The average cumulative time for course completion is 16 hours.

You may take this self-paced course over time, returning to your last accessed page when convenient. The course includes periodic review questions and a post-assessment. The post-assessment requires a minimum score of 70% and may be taken as many times as necessary. A certificate of completion is available at the conclusion of a successful post-assessment. Upon earning the certificate, it is available anytime in your personal student transcript. Student transcripts are found in the Administration Building / Student Records / Student Transcript. Select the Certificate link to obtain your course certificate.

This course provides information on when and how to use GSA Schedules; it is based upon applicable Federal Acquisition Regulation and General Services Administration Acquisition Regulation. This course is not intended to provide legal advice. Should you have a specific question or legal problem, consult an assigned attorney.

2. Using GSA Schedules - Customers (FAR 8.4 Revisions)**Description:**

This seminar describes Federal Acquisition Circular (FAC) 2001-24 which outlines changes to Federal Acquisition Regulation (FAR) 8.4 Federal Supply Schedules.

During this seminar, you will learn about how FAR 8.4 has been: updated, strengthened, clarified and streamlined, providing guidance related to the use of schedules.

A certificate of completion will be available at the conclusion of this seminar. Once earned, the certificate will be available anytime. Student transcripts are found in the Administration / Student Records / Student Transcript. Select the Certificate link to obtain your seminar certificate.

Targeted Review Report: In reporting on the accomplishment of this targeted review requirement, Bureau Procurement Chiefs shall provide responses to the following questions:

1. How many warranted individuals in the 1102 and 1105 series does the bureau employ? Indicate date on which count was made.
2. How many warranted individuals in the 1102 and 1105 series completed training in:

Series

1102

1105

- a. Using GSA Schedules – Customers (Online)
- b. Other comparable, commercially available training in Use of GSA Schedules (not less than 16 hours) taken after October 1, 2003
- c. Using GSA Schedules - Customers (FAR 8.4 Revisions)

Please indicate date on which count was made.

B. In Addition to the Above, Supplementary Reporting Requirements Specific To:

Bureau of Indian Affairs

Provide update on:

1. Establishing an Acquisition Review process to ensure transaction compliance and quality; and
2. Publication of Buy Indian Act regulations.

II. Property Management

All Bureaus

A. Firearms Management

Bureaus/offices shall provide responses to the following questions with regard to the management of firearms:

1. How are firearms managed and controlled within your bureau/office? Is the management and control centrally located?
2. What is the process in your bureau/office for acquiring firearms?
3. Are reviews conducted of charge card receipts to ensure that firearms are not purchased with the charge card? How often are those reviews conducted, and by whom?
4. Describe the various purposes for which your bureau/office maintains firearms, i.e., law enforcement, predator control, etc.
5. What is the current number of firearms in your bureau/office broken down by their main purpose identified in question 4?
6. How often are firearms inventoried? And by whom?
7. What protections are in place to prevent loss, theft, or misuse of firearms?
8. Describe what efforts are made to ensure that only the appropriate mission required number of firearms are acquired and maintained by your bureau/office.

9. How are firearms disposed of by your bureau/office? And by whom?
10. What actions are taken when firearms are reported lost or stolen?

B. Business Management in association with managing assets

Bureaus/offices shall provide responses to the following questions with regard to business management in association with managing assets:

1. Describe how your bureau applies the capitalization threshold to real property assets made up of a group of components functioning as part of the whole?
2. What measures have been taken to better manage your asset management portfolios?
3. What actions were taken to ensure resources are available to effectively and economically manage the assets?
4. How is the management of assets tied to your strategic plan?